Proposed Organization

Personnel Assignment Division
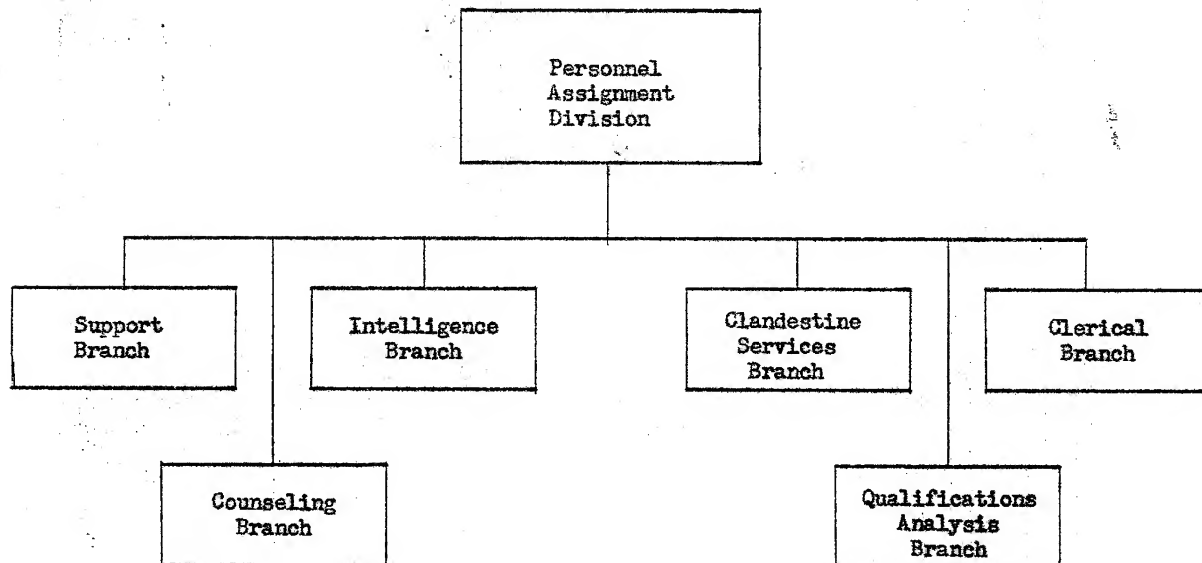
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                    │    Personnel    │
                    │   Assignment    │
                    │    Division     │
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│ Support│ │Intelligence│ │ Clandestine│ │ Clerical │
│ Branch │ │   Branch   │ │  Services  │ │  Branch  │
└────────┘ └────────────┘ │   Branch   │ └──────────┘
              │           └────────────┘      │
        ┌────────────┐              ┌──────────────┐
        │ Counseling │              │Qualifications│
        │   Branch   │              │   Analysis   │
        └────────────┘              │    Branch    │
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Proposed
Functional Statements

Personnel Assignment Division

The Chief, Personnel Assignment Division, under the general direction of the Director of Personnel, shall:

1. Perform Agency-wide evaluation of the qualifications of applicants for appointment and employees proposed for reassignment or promotion, in accordance with approved Agency standards; and exercise approval authority thereon.

2. Authenticate personnel action documents as to their compliance with pertinent regulations, policies and procedures.

3. Assist Career Service Boards and Panels and operating officials in the selection, assignment and reassignment of personnel; furnish advice and guidance concerning approved personnel policies, regulations, standards and procedures; and provide certain administrative and secretariat support to the Clandestine Services Career Service system as agreed between the DD/S, DD/P and Director of Personnel.

4. Provide, through the distribution of senior personnel technicians, a means whereby the Director of Personnel may monitor the operation of the Agency personnel management program.

5. Conduct exit and pre-exit interviews and provide such general counseling service to employees and supervisory personnel as may be requested, including counseling in indebtedness, security risk and sub-marginal performance cases and the preparation and coordination of documentation in subsequent termination actions.

6. Perform initial examination and analysis of applicant files in terms of Agency employment requirements as related to current and potential vacancies; reject or refer files for placement action; code applicant and employee work experience to provide a comprehensive qualifications register; and select potential candidates (applicants or employees) for filling of vacancies through use of register.

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